

18 March 1985

MEMORANDUM FOR: OTE Division Chiefs

FROM:

Deputy Director, OTE

SUBJECT: Approval in Advance for Overtime

1. We have spent 78% of our overtime allocation and thus reached a point with overtime payments that calls for a rapid slowdown. Each Division must consider only its high priority needs. Such things as Security Escort duty in another component, would not seem to rank high among them.

2. Until further notice, overtime must be approved in advance by the appropriate Division Chief and the Executive Officer, OTE.